

Company Name
CHECKLIST FOLLOWING AN EMPLOYEE'S INJURY

- Does the employee know he/she is required to report an accident?
- Does the employee know who to report to when he is injured?
- Does the employee know the procedure e.g. return to work?
- Does the person taking the initial information know what to do with it?
- Do you keep in contact with your injured employee?
- Have you found and offered the employee modified work?
- Once in modified work, do you check with the employee on a frequent basis to determine his progress and record your findings?
- Do you have contact with the doctor involved with the treatment of your employee?
- Do you maintain contact with the WCB or other insurance carrier on the claim?